



*BC Registered Charity:*  
Reg. # 11881-8616RR0001  
c/o Sea to Sky Meeting and  
Association Management  
Suite 206, 201 Bewicke Avenue  
North Vancouver, BC V7M 3M7  
[info@brainstreams.ca](mailto:info@brainstreams.ca)  
[www.brainstreams.ca](http://www.brainstreams.ca)

## **ANNUAL GENERAL MEETING 2020**

Online via Zoom  
Tuesday, September 15, 1:00pm to 2:00pm

### **MEETING DOCUMENTS**

Agenda  
AGM Minutes 2019  
President's Report  
Treasurer's Report  
Directors Reports



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## Annual General Meeting 2020

### AGENDA

Online via Zoom  
Tuesday, September 15, 1:00pm to 2:00pm

<https://us02web.zoom.us/j/89189530816?pwd=T3Urd3pyUHVHYUNodjNabC9Bb2liUT09>  
Meeting ID: 891 8953 0816  
Passcode: 268525

1. **Call to Order**
  - a. Welcome and Introductions
  - b. Approval of Agenda
2. **Old Business**
  - a. Approval of 2019 AGM Minutes
3. **Reports**
  - a. President's Report, Geoff Sing, Chair
  - b. Treasurer's Report, Nancy Adams, Treasurer
  - c. Provincial Services Initiatives, Katryna Koenig
  - d. Storytelling, Juliet Henderson-Rahbar
  - e. Brainstreams, Tony Mok
  - f. Insights and Inspirations (verbal report), Andrew Harnden
4. **New Business**
  - a. Election
  - b. Membership Renewal
5. **Other Business**
6. **Wendy Duke introduces the Aphasia Video**  
(<https://www.dropbox.com/s/y7k69fw8i7wmqn0/APHASIA%20-Suddenly%20Speechless.mov?dl=0>)
7. **Adjournment**

## Annual General Meeting 2019

### MINUTES

#### Anvil Centre

777 Columbia Street, New Westminster, BC

**Wednesday, September 25, 5:30pm to 5:50pm**

**Chair:** Geoff Sing (President)

**Board Directors in attendance:**

Nancy Adams (Treasurer), Tony Mok (Director), Andrew Harnden (Director), Katryna Koenig (Director), Juliet Henderson-Rahbar (Director), Kix Cotton (incoming Director)

**Members and Guests:** 9 in attendance including board members (7 eligible voting members) – see sign in sheet attached

**Documents distributed:** AGM Package (Agenda, 2018 AGM Minutes, President's Report and Treasurer's Report)

**Minutes:** Christina Gonzalez Fraser, Sea to Sky Meeting and Association Management

#### 1. Call to Order

Geoff Sing (Geoff) called the meeting to order at 5:35pm and confirmed a quorum.

a. Welcome and Introductions

Geoff welcomed all in attendance to the BCBIA 2019 Annual General Meeting and introduced the Board of Directors.

b. Approval of Agenda

Geoff asked if there were any changes or additions to the agenda. It was moved to approve the agenda as presented. Motion seconded and passed.

#### 2. Old Business

a. Approval of 2018 AGM Minutes

Geoff asked if there were any changes or additions to the minutes. It was moved to approve the 2018 AGM Minutes as presented. Motion seconded and passed.

#### 3. Reports

a. President's Report, Geoff Sing, Chair

Geoff made reference to the President's report presented in the AGM package for people to review. It was moved to receive the President's report as presented. Motion seconded and passed.

b. Treasurer's Report, Nancy Adams, Treasurer

Geoff made reference to the Treasurer's Report presented in the AGM package for people to review. It was moved to receive the Treasurer's Report for the fiscal period ending March 31, 2019 as presented. Motion seconded and passed.

**4. New Business**

a. Election

Geoff introduced the 2019 Board of Directors again.

- *Geoff Sing*
- *Nancy Adams*
- *Tony Mok*
- *Andrew Harnden*
- *Katryna Koenig*
- *Juliet Henderson-Rahbar*
- *Kix Citton (incoming board member)*

It was moved to approve the 2019/20 Board of Directors as presented. Motion seconded and passed.

**5. Other Business**

No other business was discussed.

**6. Adjournment**

Geoff thanked everyone for attending the meeting. It was moved to adjourn the meeting at 5:40pm. Motion seconded and passed.



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## 2020 President's Report

We acknowledge the impact of COVID-19 on our community. Still the BC BIA Board, and its Committees have courageously worked through the COVID-19 challenges to try and ensure we continue to assist and support our brain injury community to the best of our ability.

My sincere thanks to my fellow Board members for their commitment and dedication to improving and supporting survivors of a brain injury, their family and friends to live the best quality of life after a brain injury. Your work has been outstanding! As well, my sincere thanks to those who are serving on various BC BIA committees.

To summarize, the BC BIA is focusing on three key pillars to provide leadership in the field of brain injury within British Columbia:

1. **Navigating the System:** Providing tools, information and support that makes it easier to navigate the system through [brainstreams.ca](http://brainstreams.ca) and our enquiry services;
2. **Strategic Insights:** Helping strategic decision makers make better informed decisions by initiating and performing research-related projects geared toward strengthening the ABI network of services in our province; and
3. **Purposeful Partnerships:** Strengthening relationships that build community between individuals and organizations who share an interest in partnering together to find improved ways to help people live good lives after brain injury.

The means to unify and interweave these pillars is through the process of Storytelling.

The past year's highlights contributing to realize these three pillars include:

- The initiation of reaching out to brain injury associations and BI service agencies within BC and inviting them to be associated with the BC BIA to strengthen the voice and bring about greater awareness for our brain injured community.
- Implementing processes and monitoring activities to update our new by-laws so the BC BIA can function to its greatest potential.
- Continued updates to [Brainstreams.ca](http://Brainstreams.ca) to ensure it continues to be the leading website for Brain Injury information
- Production of Survivor Journey Maps and Brain Injury Posters.
- Production of an Aphasia video that shares stories of survivor recovery and the impacts to family.
- Updated information and strategies to navigate the new ICBC "Enhanced Care Model" in regard to motor vehicle crashes and the identification and support in regard to a brain injury.

These are our goals for the coming year:

- **Storytelling** in cooperation with support from Worksafe BC and other community partners. We continue to produce videos that tell the story of how survivors, families and



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their loved ones have addressed brain injury and who endure to live well after brain injury.

- **Improving Brainstreams.ca** by continuing to improve navigation and design, as well as to add expert content to our video library.
- **Addressing inquiries** in a timely, effective manner – guiding individuals, families and caregivers to resources and services they might otherwise overlook.
- **Empowering healthcare professionals** by giving them the information they need to refer individuals and families to the best possible resources.
- **Conducting essential research and projects** by helping strategic decision makers make better informed decisions geared towards a provincial vision that serves people living with brain injury more effectively. We do this by:
  - Expanding the inventory of excellent services around the province and building a repository of information and videos on Brainstreams.ca and
  - Anchoring the Provincial Service Evaluation Initiative to best practice.

I would like to take this moment to thank Andrew Harnden and Tony Mok who are leaving the BC BIA Board. Both men have been outstanding contributors on the BC BIA Board and will be dearly missed.

The BC BIA Board will continue to strive to be the leading voice for survivors and their loved ones and to educate and bring greater awareness regarding the impact of brain injury to the general public.

Yours in service to the Brain Injury Community,

A handwritten signature in black ink, appearing to read 'G. Sing'.

Geoffrey Sing  
BC BIA President



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**Treasurer's Report**  
**April 1, 2019 – March 31, 2020**

BCBIA Board approved the April 1, 2019 - March 31, 2020 financial statements, included in the AGM package, by a motion, in accordance with the organization's bylaws, on June 17, 2020. The March 31, 2020 Charity Information return has been prepared and filed with CRA, the GST rebate claims for the 2019-2020 year have been prepared and filed with CRA.

The 2019-2020 year results show a surplus, partly due to planned work not completed when COVID-19 shut everything down, but also resulting from scaling back operations to manageable workload volumes for our volunteers. Moving forward into the 2020-2021 fiscal year, BCBIA has carefully planned reduced budgets, to continue achieve results while seeking not only workload support but also new fund development opportunities.

Nancy Adams  
Treasurer

**BRITISH COLUMBIA BRAIN INJURY ASSOCIATION**

**Financial Statements**

**Year Ended March 31, 2020**

*(Unaudited - See Notice To Reader)*

**BRITISH COLUMBIA BRAIN INJURY ASSOCIATION**

**Index to Financial Statements**

**Year Ended March 31, 2020**

*(Unaudited - See Notice To Reader)*

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## NOTICE TO READER

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On the basis of information provided by management, we have compiled the statement of financial position of British Columbia Brain Injury Association as at March 31, 2020 and the statements of revenues and expenditures and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Maple Ridge, British Columbia  
June 19, 2020



RAINCOAST BUSINESS ADVISORS INC.  
CHARTERED PROFESSIONAL ACCOUNTANTS

**BRITISH COLUMBIA BRAIN INJURY ASSOCIATION**

**Statement of Operations**

(Unaudited - See Notice to Reader)

	For the Year April 1, 2019 - March 31, 2020				For the Year April 1, 2018 - March 31, 2019		
	Unrestricted funds	Internally restricted funds	Externally restricted funds	Total	Unrestricted funds	Externally restricted funds	Total
<b>REVENUE</b>							
Sponsorships	\$ 95,000			\$ 95,000	\$ 75,000	\$	75,000
Donations & Memberships	5,603			5,603	3,789		3,789
Grants			6,600	6,600		8,800	8,800
Interest	35		2	37	666	5	671
Other							
	<b>100,638</b>		<b>6,602</b>	<b>107,240</b>	79,455	8,805	88,260
<b>EXPENSES</b>							
Programs							
Brainstreams.ca	18,833		6,627	25,460	34,123	8,806	42,929
Provincial Services Initiative	14,662			14,662	15,872		15,872
Community Engagement & Outreach	5,686			5,686	2,700		2,700
Storytelling	8,226			8,226			
Brain Injury Awareness Project	385			385			
Events							
Event Expenses	6,059			6,059	11,045		11,045
Management and Administration							
Administrative expenses	623			623	230		230
Interest and bank charges	18			18	32		32
Insurance	1,656			1,656	1,597		1,597
Management services	17,550			17,550	12,059		12,059
Professional fees	3,053			3,053	2,947		2,947
Telecommunications	530			530	188		188
	<b>77,281</b>		<b>6,627</b>	<b>83,908</b>	80,793	8,806	89,599
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<b>\$ 23,357</b>	<b>\$</b>	<b>(25) \$</b>	<b>23,332</b>	<b>\$ (1,338)</b>	<b>(1) \$</b>	<b>(1,339)</b>

See notes to financial statements

**BRITISH COLUMBIA BRAIN INJURY ASSOCIATION**  
**Statement of Changes in Net Assets**  
*(Unaudited - See Notice to Reader)*

	April 1, 2019 - March 31, 2020				April 1, 2018 - March 31, 2019		
	Unrestricted funds	Internally restricted funds	Externally restricted funds	Total	Unrestricted funds	Externally restricted funds	Total
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 66,164		\$ 187	\$ 66,351	\$ 67,502	\$ 188	\$ 67,690
Excess (Deficiency) of Revenue over Expenditures	23,357		(25)	23,332	(1,338)	(1)	(1,339)
Interfund transfers	(45,000)	45,000					
<b>NET ASSETS - END OF YEAR</b>	\$ 44,521	\$ 45,000	\$ 162	\$ 89,683	\$ 66,164	\$ 187	\$ 66,351

See notes to financial statements



**BRITISH COLUMBIA BRAIN INJURY ASSOCIATION**  
**Statement of Financial Position**  
*(Unaudited - See Notice to Reader)*

	March 31, 2020				March 31, 2019		
	Unrestricted funds	Internally restricted funds	Externally restricted funds	Total	Unrestricted funds	Externally restricted funds	Total
<b>ASSETS</b>							
Current							
Cash	\$ 33,894			\$ 33,894	\$ 34,160	\$ 6,601	\$ 40,761
Investments	6,106	45,000		51,106	51,106		51,106
Goods and services tax recoverable	2,068		162	2,230	1,541	186	1,727
Donations receivable	11,216			11,216			
	\$ 53,284	\$ 45,000	\$ 162	\$ 98,446	\$ 86,807	\$ 6,787	\$ 93,594
<b>LIABILITIES AND NET ASSETS</b>							
Current							
Accounts payable	\$ 8,763			\$ 8,763	\$ 20,643	\$	\$ 20,643
Deferred revenue						6,600	6,600
	8,763			8,763	20,643	6,600	27,243
<b>NET ASSETS</b>							
General fund	44,521			44,521	66,164		66,164
Internally restricted funds (Note 3)		45,000		45,000			
Externally restricted funds (Note 4)			162	162		187	187
	44,521	45,000	162	89,683	66,164	187	66,351
	\$ 53,284	\$ 45,000	\$ 162	\$ 98,446	\$ 86,807	\$ 6,787	\$ 93,594

**ON BEHALF OF THE BOARD**

  
 \_\_\_\_\_ Director  
  
 \_\_\_\_\_ Director

See notes to financial statements

# BRITISH COLUMBIA BRAIN INJURY ASSOCIATION

## Notes to Financial Statements

Year Ended March 31, 2020

(Unaudited - See Notice To Reader)

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### 1. Organization purpose

The British Columbia Brain Injury Association (BCBIA) supports the interests of the acquired brain injury population in the Province of BC with a focused and clear purpose. BCBIA believes that every individual with an acquired brain injury (ABI) has the right to be considered as a full participating member and having an impact in BC society. To achieve the vision BCBIA seeks to be the agent of change providing leadership for developing, driving and implementing a provincial strategy in BC to improve the lives of people who live with acquired brain injury.

BCBIA is charitable organization incorporated in the Province of British Columbia. The organization is exempt from income taxes under provision related to charitable organizations by the Income Tax Act (Canada).

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### 2. Key Initiatives and Projects

#### A) Provincial Services Initiative

The Provincial Services Initiative works to identify and increase awareness of the excellent acquired brain injury services currently offered for people in British Columbia and make it easier for clients and families to navigate the system and connect with appropriate services and supports.

#### B) Brainstreams.ca Project

Brainstreams.ca is the official website of the BCBIA. This website provides content to ensure British Columbians are informed about the brain and brain injury and have access to the kind of information they require, when they require it, fulfilling an existing gap in the brain injury community.

#### C) Storytelling Project

An extension to the Brainstreams.ca project, Storytelling includes video production and journey mapping of ABI survivors' stories as they have journeyed through life after brain injury, giving others hope and understanding as they look for support on their path to recovery and life after brain injury. All published on the official website of the BCBIA.

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### 3. Internally Restricted Fund

The internally restricted fund reports designated reserves held as carrying support for core programs and cost contingencies in the event of revenue shortfalls or disruptions.

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### 4. Externally Restricted Fund

The externally restricted fund reports Community Gaming Grants provided by the Province of British Columbia supporting Brainstreams.ca, assisting with the direct, ongoing delivery of this program, including website maintenance.

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## **Provincial Services Initiative (PSI) Committee Report**

The PSI Committee is concerned with provincial-level coordination to address the strengths, limitations, opportunities and threats of ABI communities across BC.

1. Updating the Repository on Brainstreams.ca with new resources.
2. Advocating for TBI survivors to receive improved care and coordination in ICBC advisory groups.
3. Publishing blog posts that help survivors and family members navigate the new 2019 ICBC system.
4. Incorporating community organizations, families and survivors in new video series, providing support and answers to FAQ regarding 2019 ICBC changes.
5. Collecting feedback from community BIA's regarding 2021 ICBC changes, then coordinating a special presentation to discuss concerns (Sept. 21<sup>st</sup> 2020).
6. The Community Navigator model (a discussion paper BCBIA published in 2015) will be presented this Fall in the 'Heads Together Think Tanks', showcasing local (Nanaimo Brain Injury Society), regional (Interior Health) and provincial (Stroke Recovery Association of BC) examples of how the Community Navigator Role improves the lives of survivors and their care partners.



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## **Brainstreams.ca Committee 2019 – 2020 AGM Report**

Committee Members: Gina Galway; Ovey Yeung; Miriam Mortimer; Leslie Kennah (Web Weaver); Tony Mok (BCBIA Board Member); Geoff Sing (BCBIA Board Member)

Hello Everyone,

Navigating the System on our Brainstreams website is more vital than ever with the current Health crisis of COVID 19 upon use all.

Brainstreams is the best and easiest place to find educational, knowledgeable and local resources for the public so you can find information about a brain injury.

Metrics & measureable targets is an area where we can analyze the performance of our Information Technology. I can provide you some of our website monthly analytics such as,

Sept 2019 – Aug 2020

- how many users visited our website 63,011
- the average amount of time each person spends 1:50sec
- Some of our top visited links are;
  - Brainstreams Homepage
  - Concussions
  - Resources
  - Our Work

Brainstreams goal is to continually have up to date information worldwide as well as locally and we truly believe that sharing personal stories regarding their brain injury. COVID 19 has stalled a majority of our projects these past few months.

However we will continue to utilize our Brainstreams.ca and our social media to promote vital information and personal journeys.

Respectfully Submitted: Tony Mok



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### **Director's Report: Andrew Harnden**

- Continued to drive strategy and planning process improvement
- Developed framework for BI 101 initiative
- Liaised with TLABC and other key stakeholders in 'no fault' reform
- Assisted with funding development
- Assisted addressing COVID impact on ops